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ABSTRACT

This handbook describes the following aspects of the operation of the U.S. Department of Agriculture Donated Food Distribution Program in Wisconsin: (1) who can participate; (2) how Wisconsin gets commodities; (3) what types of commodities are available; (4) distribution and billing procedures; (5) commodity storage; (6) commodity processing; (7) commodities for disaster relief; (8) civil rights guidelines; and (9) other program information. Data are presented on three tables. Sample program forms are provided. Blank forms to be used by recipient agencies are provided in an appendix. (BJV)

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Distribution Program Handbook

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Wisconsin's
Donated Food Distribution Program
Handbook

Prepared by
Wisconsin Department of Public Instruction
Bureau for Food and Nutrition Services
Donated Food Distribution Section
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Herbert J. Grover, State Superintendent
Wisconsin Department of Public Instruction

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Bureau for Food and Nutrition Services
Wisconsin Department of Public Instruction
125 South Webster Street
P. O. Box 7841
Madison, WI 53707-7841
(608) 266-2596

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Table of Contents

	Page
Introduction	1
Use of USDA-Donated Commodities	7
Commodity Processing Agreements	9
Commodity Storage Requirements	12
Table 1 Storage Life of Chilled Commodities	12
Table 2 Storage Life of Commodities at 0 Degrees or Below	13
Table 3 Dry Storage of Semi-perishable Commodities	15
Disaster-Relief Feeding	16
Civil Rights Guidelines	19
Program Forms	23
Appendix	39

Introduction

The Wisconsin Department of Public Instruction (DPI), through the Bureau for Food and Nutrition Services (BFNS), has the administrative responsibility for the U. S. Department of Agriculture (USDA) Donated Food Distribution Program. Through this program, USDA provides commodities to help meet many of the nutritional needs of children and needy adults in schools, child care institutions, and adult charitable and correctional institutions.

The USDA Donated Food Distribution program has a twofold purpose. It improves the nutritional quality and quantity of the diets of the many people participating in the food program. It helps to strengthen the market for products produced by farmers and agribusinesses by removing surplus and price support foods.

The purpose of this handbook is to explain how the Donated Food Distribution Program operates in Wisconsin: who can participate, how Wisconsin gets commodities, what types of commodities are available, distribution and billing procedures, commodity storage, commodity processing, commodities for disaster relief, civil rights and other program information.

There are seven different USDA food distribution programs administered by BFNS. An agency receiving commodities through any of these programs must have an approved Application-Agreement on file which must be renewed annually. Participating agencies are called recipient agencies. Each recipient agency is assigned an agreement number when the application is approved. This agreement number is to be used on all correspondence with BFNS.

The **Federal Title III Elderly Nutrition Program** is designed to help improve the nutritional status of senior citizens over the age of 60. Commodities are used to prepare the meals served to the elderly. Many county health and human service departments and other agencies on aging have contracts with BFNS to use commodities to provide regular meals and/or Meals-on-Wheels.

The **National School Lunch Program** is designed to provide a nutritionally balanced meal for children attending public or private nonprofit schools and residential child care institutions. Participating schools also receive cash reimbursement for meals served.

The **Child Care Food Program** is a nonschool federal program for children in day care centers, Head Start programs, family day care homes, and outside school hour programs. The children eat meals and/or snacks utilizing the commodities provided. The Child Care Food Programs receive both monetary aid and commodities.

The **Summer Food Service Program** was established to ensure that needy children would be able to receive during the summer months a meal service similar to that provided during the school year by the National School Lunch Program. The Summer Food Service Program receives both monetary aid and commodities.

The **Charitable/Correctional Institution Program** makes commodities available to needy persons of any age served by homes for the aged, hospitals offering general and long-term health care, correctional institutions, and Meals-on-Wheels programs. It is also available to orphanages that do not participate in other USDA child nutrition programs.

The **Summer Camp Program** distributes commodities for children 18 years of age and under attending nonprofit summer camps.

The **Temporary Emergency Food Assistance Program** is an assistance program for needy families administered by the Wisconsin Department of Health and Social Services (DH&SS). BFNS has a contract with DH&SS to distribute commodities to one location in each county for redistribution

to eligible needy families within the county. Each participating household receives a specific number of cans/bags/boxes of commodities monthly based on criteria established by DH&SS and USDA.

Acronyms

BFNS	–	Bureau for Food and Nutrition Services
CCFP	–	Child Care Food Program
CHAR	–	Charitable Institutions
CORR	–	Correctional Institution
DPI	–	Department of Public Instruction
FNS	–	Food and Nutrition Service Section of USDA
NCP	–	National Commodity Processing
NPE	–	Nutrition Program for the Elderly
NSLP	–	National School Lunch Program
RCCI	–	Residential Child Care Institution
SC	–	Summer camp
SCH	–	Schools
SDA	–	State Distributing Agency
SFSP	–	Summer Food Service Program
TEFAP	–	Temporary Emergency Food Assistance Program
USDA	–	United States Department of Agriculture

Definitions

Allotment. An offering of commodities to recipient agencies.

Agreement Number. A number assigned to a recipient agency by BFNS identifying the user by county and agency numbers.

Area. A geographical boundary dividing the state into four sections to facilitate the storage and distribution of commodities.

Bonus Commodity. USDA designated surplus foods not charged against a recipient agency's entitlement.

Commodity. A food item donated to the state by USDA for use in various federal nutrition programs.

Commodity number. A number assigned to each commodity, the last digit indicating whether it is a bonus (0) or nonbonus (1) commodity.

Contract. An agreement entered into between DPI and a recipient agency wishing to participate in one of the food and nutrition programs administered by BFNS.

Credit memo. A means of giving a recipient agency credit for a handling charge payment when the agency did not receive a specific commodity or received a damaged commodity which was not usable.

Disasters. Natural events (hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal waves, earthquakes, drought, and fires), or man-made disasters (explosions, fires, riots, nuclear and chemical contamination), and other emergencies requiring emergency feeding as approved by USDA.

Disaster-relief agencies. Any recognized institutions or associations of persons engaged in charitable activities as specified in the Disaster Relief Act of 1974 (PL 93-288).

Disaster victims. Persons who, because of natural or man-made disasters and emergencies, are in need of food assistance.

Distribution number. A number which identifies a specific distribution of commodities to the recipient agencies.

Entitlement commodities. Donated foods purchased by USDA to provide a specific dollar amount based on a legislative formula per-lunch factor determined by USDA times the number of meals served by a recipient agency.

Form PI-1411. The Notice of Allocation and Receipt form which is provided in three colors: the pink copy is the invoice for handling charges due BFNS; the green copy is the trucker's copy to verify delivery; and the goldenrod copy is the recipient agency's copy to verify receipt of the commodities.

Form PI-1412. The white Notice of Allotment offering the recipient agency entitlement and bonus commodities.

Form PI-1417. The handling charge statement; charges, credits, payments, and the balance due used as a billing document for delinquent accounts. A summary of all handling charges and payments is sent to the recipient agencies at the end of each year.

Handling charge. A per-unit charge to recipient agencies to cover estimated operating costs of warehousing, trucking, and administrative expenses.

Institution. A public or private nonpenal, noneducational, tax-exempt, institution organized for charitable or public welfare purposes.

Nonbonus commodity. USDA-designated foods charged against a recipient agency's entitlement.

Nondiscrimination statement. From the Civil Rights Act of 1964 as amended: "This facility is operated in accordance with USDA policy, which does not permit discrimination because of race, color, sex, age, handicap, or national origin."

Recipient agency. An agency that has a contract with BFNS to participate in the USDA Donated Food Distribution Program.

Replacement commodity. A commodity offered to a recipient agency to replace an entitlement commodity that was refused when offered on the Notice of Allotment.

School. An educational unit of grade or high school operating under public or nonprofit private ownership in a single building or complex of buildings.

How Wisconsin Gets Commodities

The State of Wisconsin receives commodities for the various food distribution programs based on the number of eligible participants in each program. USDA acquires commodities in three ways:

- USDA purchases food commodities on the open market with funds it receives by direct appropriation from Congress. USDA gives these commodities to schools participating in the National School Lunch Program.

- USDA buys fruits, vegetables, meats and poultry under surplus-removal programs, most of which goes to school food service programs.

- USDA obtains other commodities, such as grains, dairy products, vegetable oil, and peanut products through price support activities that help farmers achieve a fair return for their products.

Food packers, growers, and processors bid competitively for USDA contracts. USDA pays for the initial processing and packaging of food and for transporting it to designated locations. Once food has been delivered to the state, the food becomes the responsibility of the state distributing agency. BFNS is responsible for storing, transporting, and ensuring equitable distribution of the donated foods to eligible recipient agencies. Local recipient agencies receive technical assistance, recipes, information on proper storage methods, and food preparation techniques from BFNS.

What Types of Commodities Are Available

Commodities distributed by USDA vary, depending on what food products are available and the programs being served. The types and amounts of commodities are determined by USDA.

Commodities available to National School Lunch Program participants include: frozen and canned meat and poultry; canned and frozen fruits, vegetables and juices; dairy products; cereals, pastas and grains; vegetable oil and shortening; and peanut products. Many of these commodities are also available to the Summer Camps and Summer Food Service programs.

Commodities available to charitable and correctional institutions participating in the Donated Food Distribution program generally include: dairy products; cereals, pastas, and grains; vegetable oil and shortening; and peanut products. The Title III Elderly Nutrition Programs and Child Care Food programs are only eligible for bonus dairy products, unless they elect to take 20 percent or more of their entitlement in commodities rather than cash.

USDA has been increasing the kinds of commodities available for donation. Today, more than 50 kinds of food products are donated for distribution to the various programs. All commodities must be certified by USDA's inspection services. Only high grade meats, fruits, and vegetables are accepted. Recently revised specifications have reduced fat, sugar, and salt content, in keeping with dietary guidelines recommended by the Department of Health and Human Services. For example, USDA is buying unsalted peanuts, canned meats with less salt, ground beef with a lower fat content, and fruits in light syrup or fruit juices. Current information on the kinds of commodities and their nutrient content is available from BFNS.

Commodity Level of Assistance

Agencies participating in the National School Lunch Program receive an entitlement based on the number of student meals served. At the beginning of the school year, each school is assigned an annual cash-value level of entitlement. This figure reflects the total number of student meals expected to be served during the current school year multiplied by the USDA-assigned level of assistance.

The lunch participation figure is based on the previous annual average daily participation rate and is adjusted to reflect participation data obtained from the school's monthly reimbursement claim reports for the current school year.

The cash value of each allocation is deducted from the assigned annual entitlement. Agencies are not required to take all commodities offered. Only those commodities which can be efficiently utilized within a year of receipt should be ordered. BFNS will offer replacement commodities, if available, on a first-come, first-served basis.

BFNS distributes a computer printout of all commodities allocated, accepted, refused, or substituted by an agency participating in the National School Lunch Program. Agencies will receive their Commodity Allocation and Receipt Report at the end of each school year.

Level of Assistance vs. Bonus Commodities

Each year, effective July 1, USDA establishes a commodity cash-value level of assistance on a per lunch basis. The rate is set by legislative formula which requires an annual adjustment to reflect the change in the Producer Price Index of five major food categories. Level of assistance commodities include such items as meats, poultry, fruits, vegetables, grains, peanut products, oils and fats. By law, therefore, each school agency is "entitled" to receive commodities based on the established cash-value rate for the lunches served in the National School Lunch Program.

Bonus commodities, by contrast, are not provided under any cash-value level of assistance formula. Bonus commodities are those declared by USDA to be in extreme surplus; foods they want to have consumed as quickly and in as great a quantity as possible without waste. For several years USDA has declared the dairy products—cheese, butter and nonfat dry milk—as bonus items. Bonus commodities are available in unlimited quantities. Recipient agencies may order all they can use without waste. Bonus commodities may be served to all attending students whether or not they participate in the National School Lunch Program.

Commodity Refusal Rights

Section 250.4(h) of the Secretary's Regulations reads as follows:

> Refusal of donated foods by school food authorities. Any school food authority participating in food service programs under the National School Lunch Act, as amended, may refuse, at the time they are offered, donated foods offered for delivery for lunches in any school year if such foods cannot be used effectively. The school food authority may receive, in lieu of the refused donated foods, other donated foods to the extent other donated foods are available to the state during the school year, provided, however, that no more than 20 percent of the value of the donated foods offered to a school food authority for lunches during the school year shall be subject to replacement with other available donated foods unless replacement based on the refusals of more than 20 percent of such value is feasible and practical.

The regulation encourages school food authorities to refuse commodities which cannot be used effectively in their programs. Although school food authorities may refuse any and all commodities offered, the regulations provide that not more than 20 percent of the total value of donated food offered will be subject to replacement with other donated foods, if available, in lieu of those refused. Replacement is on an equal dollar value basis.

The state distributing agency does not receive commodities that are designated as replacement commodities. The commodities BFNS offers from time to time as replacement items were previously offered and refused by school food authorities. These commodities are usually in limited supply. There are no replacements for bonus commodities.

Use of USDA-Donated Commodities

School food authorities receiving USDA-donated commodities may use such foods for training students in home economics. Donated commodities may be used in teaching home economics, nutrition, food preparation, child care, and health-related activities and in Nutrition Education and Training Program (NET) projects for training students.

Any commodity which the sponsor receives in conjunction with the nonprofit school lunch program may be used for such training purposes. However, these commodities will not be replaced as entitlement commodities or allocated on NSLP participation. School food authorities should determine whether the commodities and quantities requested for training purposes will negatively affect the needs of the lunch program. The products containing donated foods used for training may not be sold unless the proceeds accrue to the school's nonprofit food service program. Records of the kinds and quantities of foods used for training purposes should be maintained.

Sale of Commodities in Schools

Donated commodities are made available for the number of reimbursable meals served to children and should be used for the purpose of providing the components of those meals. Participating schools and institutions may sell donated commodities in their a la carte food service in the donated form or in processed or repackaged form. Commodities may be used for preparing food items for a la carte sales and adult meals, as long as these same commodities or prepared items are served at some time during the year as a required component or side dish of the reimbursable meal.

Schools and institutions can order designated bonus commodities to the extent that the food can be used without waste. Bonus commodities may be fully utilized in the participating school's food service regardless of whether or not they are used as a component or side dish of the reimbursable meal. Funds derived from a la carte sales of items using any donated commodities must accrue to the nonprofit food service account.

Delivery of Commodities

Agencies have several options for obtaining the commodities they have been allotted.

Direct delivery to one drop-off point per agency. This is the method most agencies currently use. This involves a once-a-month tailgate delivery by a commercial trucking firm under contract with DPI. Deliveries to the recipient agencies are scheduled on a consistent basis, from 7:30 a.m. to 4:00 p.m., Monday through Friday. Recipient agencies are responsible for unloading the truck.

Pickup at the warehouse by the recipient agency. The recipient agency may pick up its commodities any time during the calendar month indicated on the Notice of Allocation and Receipt form. The recipient agency must make an appointment with the warehouse prior to picking up its commodities. If the agency does not pick up the commodities during the month indicated, the commodities will be transferred to the account of the recipient agency, and the agency becomes responsible for any additional warehouse storage/ handling charges.

Transfer of Title. The recipient agency may have their allocated commodities transferred to their account at the warehouse. Transfers are authorized by BFNS. The warehouse becomes the storage area for the agency under this arrangement. The agency is responsible for any storage/handling charges incurred at the warehouse after that month. Commodities may be picked up under an arrangement between the warehouse and the recipient agency any time during the school year.

Agencies select the preferred delivery method at the time the Application-Agreement is completed. The method of delivery should remain the same for the duration of the agreement. If the delivery site changes during the year, BFNS must be notified in writing 4 weeks prior to the change. If BFNS is not notified, any costs resulting from the change are paid by the recipient agency.

Donated Food Distribution Program Termination

Occasionally, an agency decides to stop participating in the Donated Food Distribution Program. When this happens, there are several things the agency must do: notify BFNS in writing as to the date of termination; make sure all the commodity handling charges have been paid, and take a physical inventory of all commodities remaining and notify BFNS of the inventory.

With BFNS assistance, other agencies will be contacted to see if they could use the remaining commodities. The closing agency is responsible for transferring the commodities and for completing the Report for Transferring USDA Commodities in triplicate and forwarding a signed copy to BFNS.

Commodity Processing Agreements

As the supply of agricultural commodities became more constant and abundant, state distributing agencies and recipient agencies recognized the need to convert some of the commodities into more convenient or table-ready end products to increase commodity utilization and decrease meal production costs. Processing has continued to grow in volume and complexity.

Although the demand for more convenient forms of commodities and end products has increased, there exists a reluctance on the part of USDA to spend food assistance appropriations for processing costs as opposed to purchasing raw ingredients. USDA believes it would not be consistent with surplus removal and price support objectives of the Donated Food Distribution Program. Further processing of available donated commodities, especially the entitlement commodities, remains a state and recipient agency decision and responsibility.

In 1986, USDA revised and updated its regulation governing the processing of commodities. The regulations permit USDA, state distributing agencies, and recipient agencies to contract with commercial companies to process available USDA-donated foods into different end products or to repackage them into more usable units under controlled conditions. A specific agreement is required when processing is handled at the USDA level (national commodity processing agreements), the state agency level (statewide processing agreements), and at the local level (recipient agency processing agreements).

National Commodity Processing Agreements

The National Commodity Processing (NCP) System permits USDA to enter directly into agreements with processors to convert commodities, as designated by the Secretary of Agriculture, into end products desired by recipient agencies. Under the NCP agreements, processors are permitted to market such end products nationwide to any recipient agency eligible to receive the donated commodities used as an end product ingredient. Currently NCP processing agreements only cover bonus commodities, such as cheese, butter, flour, and NFD milk.

To be eligible to purchase end products, recipient agencies must have an NCP identification number. USDA assigns the processing identification numbers and notifies each local agency directly. If a 9-digit number hasn't been received and a recipient agency plans to purchase NCP products, contact BFNS.

The commodity credit pass-through for donated food may be either a discount at the time of sale or through a refund, depending on the method(s) chosen by the various processors. Do not send refund applications to DPI. All refunds are handled directly by the distributor or processing company. Refund applications *must* be submitted within 30 days of the purchase date of the product.

Recipient agencies purchasing commodities from processors under the NCP system are required to maintain ongoing records of all end product purchases. During the onsite review by DPI food service consultants, the agency's onsite verification of purchase report (PI-6014) will be reviewed. A copy of these records may also be requested occasionally on a randomly selected basis.

Statewide Processing Agreements

A statewide processing agreement between the state distributing agency and a processor allows the processor to obtain available USDA commodities for conversion into different end products that

recipient agencies can use in their food service programs. Under this type of agreement, commodities, in railcar or truckload lots, are shipped to the processor by USDA.

Under this agreement, processors may sell commodity end products to eligible recipient agencies contracting with BFNS to participate in the Donated Food Distribution Program. The processor must "pass through" the value of the commodities used in the end product to the eligible purchaser. The commodity value pass-through may be in the form of a direct discount at the time of sale or a refund from the processor as described under NCP.

The state distributing agency and participating recipient agencies have a mutual responsibility to monitor transactions to ensure processing integrity. Recipient agencies are required to maintain ongoing records of all commodity end product purchases. During the onsite review by DPI, the onsite verification of purchase report (Form PI-6014) will be reviewed, and a copy will be used to monitor monthly reports submitted to the state agency by the processor. A purchase invoice should be available to substantiate end-product purchases.

The state distributing agency rarely exercises its option to process commodities statewide. NCP covers bonus items most likely to be further processed into more readily usable end products, and the recipient agency processing agreement allows the local agency to determine which commodities they wish to process.

Recipient Agency Agreement

A recipient agency agreement permits individual agencies receiving commodities from the state distributing agency to hire a processor to convert commodities into end products of its choice. An agency may have USDA ground beef processed into beef patties, salisbury steak, or meatballs. Whole turkey may be processed into turkey roasts, turkey patties, or turkey nuggets. The state distributing agency is not a party to the recipient agency agreement, but must approve agreements before they can be executed.

Recipient agencies must be fully aware of their responsibilities under this type of an agreement. The agreement should spell out the conditions under which commodity processing is to be carried out. The cooperation and understanding by all parties involved is necessary to maintain maximum accountability and integrity of the donated foods provided through the Donated Food Distribution Program. Agreements are available from the state agency. Recipient agency processing agreements terminate annually on June 30.

Recipient agencies with processing agreements may request to have a particular allocation held at the DPI warehouse nearest their agency for pick up by their processor. The processor would make one stop at the warehouse to pick up the designated commodity, including commodities for other eligible recipient agencies, and return the processed end product to each agency.

If an agency has a recipient agency processing agreement and wants the commodities held at the DPI warehouse, the following procedures must be followed without exception.

1. The recipient agency must notify the state distributing agency at the time the commodities are ordered that said commodities are to be held at the DPI warehouse. The hold at warehouse request must be made on the white Notice of Allotment form.

2. DPI will arrange with the warehouse to hold the commodities for pick-up by the processor.

3. After the agency has received the pink and the gold copies of the Notice of Allocation and Receipt form, it must notify its processor of the type and quantity of the commodity to be picked up. The

agency must notify the warehouse 48 hours in advance of the date and time the processor will pick up the commodities.

4. Commodities are to be picked up during the month in which they are allocated for delivery to the recipient agency. The recipient agency will be assessed an additional storage charge by the warehouse if the commodities remain in storage beyond the end of the month. This charge would be in addition to the handling charge assessed by DPI, and it must be paid directly to the warehouse.

Disposing of Commodities

Loss reports are handled on an individual basis. Information obtained from the loss report will be used to determine if a value recovery claim should be filed. BFNS is required to report to USDA any commodity loss over $2,500.

Before commodities can be disposed, BFNS must be notified. No commodity may be disposed of without proper authorization from BFNS. Once authorization from BFNS is received, commodities may be disposed of in the following manner.

- They can be taken to a sanitary landfill. The recipient agency must get a certificate from the landfill site indicating that the product was disposed.

- They can be separated from their packaging and properly disposed by burning or by being put in a garbage dumpster.

- If applicable, the commodities can be sold as animal food. The recipient must send to BFNS a copy of the bill of sale indicating that the spoiled product was sold and not used for human consumption. The proceeds are to go to the food service account.

Commodity Storage Requirements

When an agency signs an Application-Agreement, the agency agrees to provide and to maintain proper storage for the commodities received. The white Notice of Allotment form and the pink and gold copies of the Notice of Allocation and Receipt form list the type of storage required for each commodity. USDA commodities can not be stored in private homes. When using a commercial locker plant, the recipient agency must be able to account for all inventory. This responsibility rests with the recipient agency, once the commodities are received.

Chilled and Frozen Storage

All chilled and frozen commodities are highly perishable and will rapidly deteriorate if improperly stored. Frequent inspection, along with the sorting and removal of any unfit items, will keep losses to a minimum.

Upon receipt, commodities should be date-stamped. The oldest commodities as packed, not as received, should be used first. Chilled or frozen commodities should not be allowed to accumulate in storage beyond the recommended shelf life.

The storage temperature for all frozen commodities should be 0 degrees Fahrenheit or lower. During transport the temperature should not be higher than 10 degrees. Temperatures for chilled storage should be between 34 to 40 degrees.

Humidity must be controlled to prevent rapid deterioration in the quality of foods. The humidity ranges represent the ranges which best inhibit the gain or loss of moisture in the item. Storage at higher relative humidity may allow water to condense on or be absorbed in the item, while the item may dry or shrink at lower relative humidity.

Table 1 – Storage Life of Chilled Commodities

Item	Average Temperature	Relative Humidity	Approximate Storage Life (Days)
Butter, * 1 lb. prints	32 degrees to 35 degrees	55% or less	30
Cheese, processed	32 degrees to 35 degrees	65 - 70%	360
Cheese, cheddar	30 degrees to 34 degrees	65 - 70%	540
Cheese, mozzarella	35 degrees	70 - 75%	30

*Although butter may be safely kept slightly longer than the time listed, the longer it is stored, the greater the chance for flavor loss, shrinkage, and rancidity.

Table 2 – Storage Life of Commodities at 0 Degrees or Below

Item	Temperature	Storage Life (Months)
Butter, 1 lb. prints	0 degrees to 10 degrees	6 - 12
Beef, ground patties	0 degrees	8 - 10
Cheese, cheddar	0 degrees	See Note Below
Cheese, processed	0 degrees	See Note Below
Cheese, mozzarella	0 degrees	See Note Below
Milk, nonfat dry*	0 degrees	20 (at 60 percent humidity)
Poultry	0 degrees	12

Note: Freezing cheddar cheese is not recommended because it dries out and crumbles. If cheddar cheese must be frozen, it should be thawed slowly in the refrigerator to reduce crumbling. Freeze cheese only if absolutely necessary and keep in freezer for only a few months.

*Nonfat dry milk generally is stored in cool dry area but will tolerate freezing.

Air circulation in a storage room is also an important factor in the proper storage of chilled and frozen stored commodities. Products should be stacked off the floor on pallets which provide a 6-inch floor clearance, a 4-inch wall clearance, 2-foot ceiling clearance, and sufficient working aisle.

Deterioration from the amount of time in storage and variations in temperatures can be detected by periodic inspection. It is important to look for dehydration (freezer burn), undue softness or mealy texture, discoloration, off odor, evidence of weeping, and evidence of rancidness and/or mold.

Dry Storage

The term semi-perishable commodities refers to food items that are canned, dried, dehydrated, or processed and, under normal conditions, stored in nonrefrigerated spaces. Semi-perishable commodities should not be confused with nonperishable commodities which do not require care or protection in storage. While these commodities are not nearly as suspectible to spoilage as perishable commodities, spoilage can occur if the products are mishandled, improperly stored, or stored for excessive periods of time. It is important to remember that the length of storage should be based on the date of packing and not on the date of receipt.

Correct storage methods not only prevent damage to items in storage but assure speed and efficiency in the receipt, handling, and issue of such items. As with chilled and frozen commodities, semi-perishables should be segregated and date-stamped so that the oldest commodities, as packed and not as received, are used first.

The particular method used for storing each item depends on the kind of container, the type of the commodity and the strength of the bottom layers. Commodities stored beyond the recommended period should be inspected carefully for spillage, bulging cans, leakage, or other damage. If the commodities are not in good condition, they should be used or disposed of as soon as possible.

Care should be taken that items are not stacked so high as to cause a bursting or crushing of the bottom layers. Items should not be stacked so high that the top layer is subject to the higher temp-

erature more prevalent near the ceiling or overhead. Stacking close to steam or other heated pipes should be avoided. Pallets should be used to raise commodities 6 inches off the floor. Individual lots should be piled in such a way to permit the circulation of air.

Bagged items and those requiring fumigation and insect control should not be stored in large masses in corners of the storeroom or directly against the wall. The use of pallets facilitates handling of the commodities and reduces loss by breakage in handling. All items should be properly cross-stacked to prevent them from toppling.

All foodstuffs are subject to varying degrees of natural deterioration. The oldest lot, by the date marked on an item, should be used first.

Insects can cause great damage to stored food. Food stored at 70 to 90 degrees is particularly attractive to insects. Cornmeal is especially susceptible to insect infestation and rancidity.

Infested supplies must be segregated, inspected, documented, and destroyed. Approved insect repellents should be used carefully, under controlled conditions so as not to contaminate the foods. A regularly scheduled pest extermination should be performed with strict adherence to regulatory rules and state laws.

Rodents not only physically destroy food by feeding, chewing, and gnawing the bags for nests or nesting materials, they also contaminate food with their excreta and hairs. The most effective method of control is to prevent entry of these animals.

Canned, dehydrated, or low moisture foods may undergo accidental freezing if stored in warehouses where temperature controls fail during winter months. When foods containing relatively large amounts of water (such as canned products) are frozen, the usefulness and palatability probably have not been harmed. But, the physical appearance may change. Emulsions (such as cheese) may separate if frozen but the food is not spoiled. Dry products (such as grain, flour, sugar, cereals and dehydrated foods) are generally stored in nonrefrigerated areas but can be refrigerated or frozen if humidity is controlled. Caking is a risk with increased humidity.

A high temperature over long periods of time is detrimental to almost all food products, high storage temperature encourages bacterial and mold growth and insect infestation. It is particularly dangerous if there is also high humidity. Action of the food acids naturally present within the cans is accelerated, resulting in pinholing, blackening of the interior, and hydrogen swells. Flour, rice and associated products (barley, cereals, cornmeal, cornstarch, crackers and biscuits) are subject to insect infestation at high temperatures. Flour, rice, and cereals will absorb odors and should be kept away from materials giving off distinctive odors. Temperatures for dry storage are generally in the 50-to-70 degree range.

Proper ventilation is one of the most important factors in protecting foods. Where sharply fluctuating temperatures and high humidity prevail, the lack of proper ventilation may cause excessively high temperatures. It may be necessary to open doors and use fans to improve circulation and reduce temperatures.

Damage from light is restricted to products packed in glass or transparent containers. Exposure causes color changes and may affect the flavor of foods containing oils and fats.

The approximate storage life of commodities is an estimate. It is based on commodity storage experience following recommended specifications. Storage life is the total elapsed time from date of pack to date of consumption. Procedures should be established to provide continuous monitoring from time of receipt until the commodity is consumed.

Table 3 – Dry Storage of Semi-perishable Commodities
Keeping time in months (approximate)

Items	Pack	40 Degrees	70 Degrees	90 Degrees	Relative Humidity
Cornmeal	Bags	36	12	6	70 percent
Canned fruits	Cans	36	12	6	70 percent
Canned vegetables	Cans	24	12	6	70 percent
Flour [1]	Bags	30	12	3	60 percent
Honey [2]	Cans	48	24	12	---
Milk [3], nonfat dry	Bags	10	5	2	60 percent
		15	9	5	40 percent
Rice, Milled	Bags	48	24	12	---

[1] Flour should be stored under cool, dry conditions. The major problem is protection against dampness, insects, and rodents. Low temperatures, 34 degrees to 40 degrees, protect against insects. Relative humidity greater than 70 percent leads to mustiness. Best storage conditions are at temperatures below 50 degrees, and approximately 60 percent relative humidity.

[2] Honey may crystallize in refrigerated storage or with age.

[3] Nonfat dry milk when exposed to the air becomes lumpy and the flavor may change. It should be stored in a cool dry area.

Disaster-Relief Feeding

Once an area has been declared a disaster by the federal government, the Secretary of Agriculture, under federal regulation 7CFR Part 250, will make donated foods available to feed the victims of major disasters. Schools, both public and private, and institutions may act as disaster relief facilities or as sources of food for disaster relief agencies.

The procedures for obtaining food donated by USDA for congregate feeding of disaster victims differs slightly from the procedures used for other USDA food programs. The roles of different organizations in disaster feeding and which types of disasters qualify for use of USDA-donated foods also differ. BFNS is the agency overseeing utilization of these products.

The Role of the Disaster Relief Agency

In order to efficiently implement a disaster feeding program, the disaster relief agency should follow these guidelines.

- The agency should determine whether there is a need for congregate feeding of victims of an eligible disaster.

- The agency should locate a site convenient to the disaster area and capable of storing foods in quantity. A school or an institution may serve as a site because of its proximity to the area and its accessibility to USDA-donated foods. The agency should contact administrative officials at the chosen site to acquire permission to use the facility for feeding disaster victims.

- The agency must receive permission from BFNS to utilize donated commodities for congregate feeding of disaster victims. All government-donated commodities may be utilized. However, payment for the value of certain commodities purchased specifically for the National School Lunch Program must be made by the disaster relief agency.

To expedite implementation, the request should be made by calling (608) 266-2596.

When making the request, disaster relief agencies should provide the following information.

- A description of the situation requiring emergency group feeding.
- The number of persons requiring meals.
- The time span that disaster feeding will cover.
- The quantity and types of foods needed for group feeding.
- The name of the disaster relief agency involved and the name and telephone number of the contact person.
- The complete address of the feeding location.

- The agency must maintain a daily record and update BFNS on the number of meals served by type (breakfast, lunch, supper) and the quantities of USDA-donated commodities used on the Disaster Relief Feeding Record (PI-6030).

  If additional foods need to be transferred from adjacent schools/institutions, BFNS will advise the disaster relief agency of the contact persons and telephone numbers of the cooperating schools or institutions. It is the responsibility of the disaster relief agency to make arrangements with each school or institution to transfer the commodities to the feeding location.

  In the event that commodities are transferred, a Report for Transferring USDA Commodities (PI-6001) must be completed in triplicate, stating the commodities and quantities transferred from the cooperating school's or institution's inventory to the disaster relief agency. One copy of the report is to be maintained by the agency, one copy is for the cooperating school or institution, and one copy is to be sent to BFNS when the feeding operation ends.

  In the event the feeding program is physically located at a school or institution where commodities are available, the Report for Transferring USDA Commodities should list all food products transferred from the school's or institution's inventory to the disaster relief agency.

  If more commodities are needed by the disaster relief agency, arrangements should be made with BFNS to obtain supplies from state warehouses.

- Upon termination of the program, the disaster relief agency must do the following:

  - Take an inventory of all leftover commodities.

  - Contact BFNS regarding the leftover commodities. BFNS will contact a school or institution and offer the leftover commodities to that agency

  - Contact the receiving school or institution to make final arrangements for the transfer of commodities. The disaster relief agency is responsible for transporting the commodities to the new location. At the time of transfer, a Report for Transferring USDA Commodities must be completed in triplicate, listing all commodities and quantities transferred. The receiving school or institution must sign the form, indicating that it received the items listed. The receiving agency keeps one copy, the disaster relief agency keeps one copy, and one copy is sent to BFNS.

  - The disaster relief agency must complete the back side of the Disaster Relief Feeding Record within 10 days of termination of the feeding program. All forms and documents should be mailed to:

    Wisconsin Department of Public Instruction
    Bureau for Food and Nutrition Services
    Donated Food Distribution Section
    P.O. Box 7841
    Madison, WI 53707-7841

If it is determined that the disaster relief agency utilized commodities that require reimbursement, the disaster relief agency must pay the value of these commodities to BFNS. The disaster relief agency is responsible for transportation costs incurred in replacing commodities.

The Role of Cooperating School or Institution

In order to effectively coordinate a disaster feeding program, cooperating schools or institutions should follow these guidelines.

- When contacted by either BFNS or a local disaster relief agency, the school or institution must determine if commodities will be made available for the purposes of feeding disaster victims and if the disaster relief agency may use the school or institution as a congregate feeding facility.

- The school or institution administration must determine how much food can be used by the disaster relief agency. The school or institution may designate a point at which no more commodities are released so their own supplies are not depleted.

- If a decision is made to supply commodities, the school or institution will be advised of the items and quantities needed to feed the disaster victims. The school or institution will then check its inventory to determine if these items are available and advise BFNS of products and amounts to be used.

- All schools or institutions must complete and retain a copy of a Report for Transferring USDA Commodities for all commodities transferred to the disaster relief agency inventory.

When the disaster feeding program ends, a school or institution may be contacted to determine whether it wants to receive unused commodities. The school or institution must decide if it wants to accept all or part of the commodities,and obtain a Report for Transferring USDA Commodities from the disaster relief agency.

Civil Rights Guidelines

All recipient agencies participating in any Donated Food Distribution Program must follow the provisions of Title VI of the Civil Rights Act of 1964 (as amended) and any USDA regulations concerning civil rights.

It is the agency's responsibility to ensure that all potentially eligible persons are being reached.

Each agency is required to meet the following requirements.

- Establish an open admission policy that includes the nondiscrimination statement: "This facility is operated in accordance with USDA policy which does not permit discrimination because of sex, age, handicap or national origin." This statement should be on all application forms and promotional materials.

- Advise the public, including minority and grassroots organizations, of program availability and eligibility standards at least once every 2 years or more frequently as deemed necessary. This can be accomplished with newspaper ads, flyers, brochures, etc.

- Inform potential participants of any significant program changes in eligibility standards and location as well as changes in hours of operation.

- Prominently display the USDA Title VI nondiscrimination poster "...And Justice for All." These posters are available in English and Spanish.

- Have the capability of providing information to participants in more than English in language-minority area. This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials.

Data Collection Reporting

All participating agencies must collect and indicate racial and ethnic data. The recipient agency must also keep records on the racial and ethnic makeup of the service area covered by the agency. Recording the racial and ethnic identification of applicants and participants may include the utilization of self-identification where a written application is required. Racial and ethnic data should be obtained annually through general observation not through interrogation. (The racial and ethnic identification categories should include American Indian or Alaskan Native, Asian or Pacific Islander, black (not of Hispanic background), Hispanic, and White (not of Hispanic origin). A sample Minority Log Form is included in this publication.

The racial and ethnic participation data must be maintained on file for 3 years. This data shall be made available at the time of each recipient agency's program compliance review conducted by the state distributing agency and/or the USDA Regional Office.

Compliance with federal and USDA civil rights laws and regulations includes training agency staff in the following areas: USDA's Policy of Nondiscrimination, collection of racial and ethnic data, public notification, complaint handling procedures, and general sensitivity to minority needs. This training should be conducted on an annual basis. Documentation regarding the date, number of participants and name of trainer must be kept on file with the Donated Food Distribution Program Application Agreement for three years.

Complaints

Each recipient agency must have a written civil rights/residents' rights complaint procedure. This procedure should be published, and evidence of the publication kept in the file. The procedure should be posted in a prominent area of the agency.

Some key steps in this procedure might include the following.

1. A client should discuss the alleged discrimination with immediate supervisor of client services.

2. If no solution is found,the matter is appealed to the executive director.

3. If no solution is found, the client should state the nature of the complaint in writing and appeal for resolution of the matter by the policy-making body of the institution.

4. If no solution is found, the matter may be appealed to the Department of Public Instruction, Bureau for Food and Nutrition Services, or to the Secretary of Agriculture, Washington, D.C. 20250; or both.

5. Any client reluctant to file a complaint at a lower level because the client fears harassment, intimidation, or retaliation may appeal to a higher level in the complaint procedure.

The recipient agency should develop a form to be used by staff to receive verbal and written complaints. Use of this form should not be a prerequisite for acceptance of a complaint.

A standard form would require the following information.

1. The name, address, and telephone number or other means of contacting the complainant.

2. The specific location and name of the agency delivering the service or benefit.

3. The nature of the incident or action that led the complainant to feel discrimination was a factor.

4. The basis on which the complainant feels discrimination exists (race, color, national origin, age, sex, or handicap).

5. The names, titles, and business addresses of persons who may have knowledge of the discriminatory action.

6. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such action.

The recipient agency shall accept all complaints, written or verbal and shall forward such complaints to the Food Distribution Division of the USDA Food and Nutrition Service.

Assurances

All agreements between the state agency and program participants shall include the following civil rights assurance. The agreement shall state that the recipient agency must compile data, maintain records, and submit reports as required to permit effective enforcement of the the appropriate laws and regulations.

All agreements must contain the following language:

> The recipient agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (PL 93-112), Age Discrimination Act of 1975 (PL 94-135), and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice (28 CFR Parts 42 and 50), and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, age, sex, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the program applicant received Federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.
>
> This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the program applicant by the Department. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.
>
> By accepting this assurance, the distributing agency or, where applicable, recipient agency agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of Title VI and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the distributing agency or, where applicable, recipient agency, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the program applicant.

Compliance Reviews

A civil rights compliance review is conducted as part of the overall administrative review by the state agency. Each recipient agency must have an onsite review at least once every 5 years. If a recipient agency is found to be in noncompliance at the time of an onsite review, steps will be taken immediately to obtain voluntary compliance.

Sample

Open Admissions Policy Statement

This facility _____
(Name and Address of Agency)

_____

is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap, or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250.

Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Sample

Minority Log Form

Date _____

Name of Agency _____

Agreement Number _____

Person Completing Form _____

Ethnic Categories

Category	American Indian or Alaskan Native	Asian or Pacific Islander	Black, Not of Hispanic Background	Hispanic	White, Not of Hispanic Background	TOTAL
Participants						
Applicants						
Staff						

Participants: Those persons to whom assistance, services, or benefits are provided by the Food Distribution Program.

Applicants: Those persons who apply for services of an approved recipient agency.

Program Forms

The following section explains in detail the various forms used by recipient agencies participating in Donated Food Distribution programs. In most instances, BFNS sends the appropriate form to the recipient agency. In some instances, recipient agencies can send a photocopy of a particular form in to BFNS. Those forms are identified and are included in the Appendix to this document.

The Notice of Allotment Form (PI-1411)

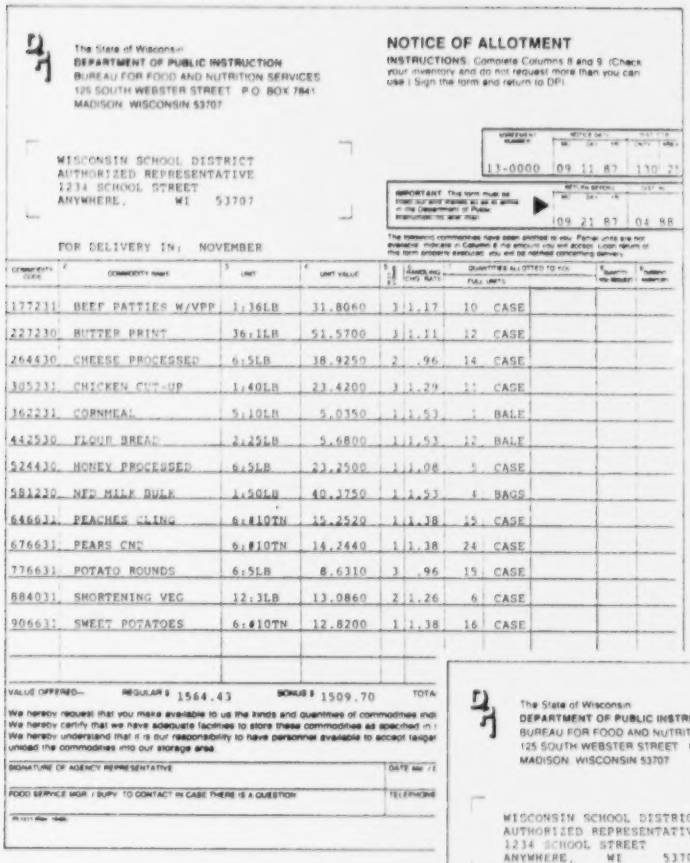
The Notice of Allotment Form (PI-1411), commonly called the "white", is used to offer commodities to eligible recipient agencies. BFNS determines on a monthly basis the kinds and quantities of commodities available for the seven USDA food programs.

Each agency receives a Notice of Allotment Form approximately 2 months prior to the month of delivery. The month of delivery is indicated under the name and address. Any correspondence pertaining to the order must include the agreement number.

A Notice of Allotment Form is to be completed by the person responsible for ordering food for the recipient agency and sent back to the BFNS by the return date indicated on the upper right side of the form. All agencies complete Column 8, indicating the number of full cases/bags/bales they want to receive. An agency may order less or refuse all of the commodities allotted.

If a commodity is a bonus commodity, an agency may order as much as it can use without waste. This may be more than the stated amount on the white. The commodity code (Column 1) ends in a zero for the bonus commodities. The agency also fills in Column 9 indicating the current inventory for each commodity offered. The white is to be signed and returned to the BFNS, and the name and telephone number of the person to be contacted regarding questions about the order should be listed. The contact person is usually the food service director, supervisor, manager, or head cook. The telephone number should be the contact person's direct work telephone.

It is the responsibility of the recipient agency to make sure the Notice of Allotment form is completed accurately and returned. If BFNS does not receive the Notice of Allotment form by the due date, the agency will not get the commodities offered for that month. The white must be returned even if the agency does not order anything that month. If the due date cannot be met, recipient agencies are urged to call BFNS with their commodity allotment request.



The State of Wisconsin
DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET P.O. BOX 7841
MADISON, WISCONSIN 53707

NOTICE OF ALLOTMENT

INSTRUCTIONS: Complete Columns 8 and 9. (Check your inventory and do not request more than you can use.) Sign the form and return to DPI.

MISCONSIN SCHOOL DISTRICT
AUTHORIZED REPRESENTATIVE
1234 SCHOOL STREET
ANYWHERE, WI 53707

AGREEMENT NUMBER	NOTICE DATE MO.	DA.	YR.	LET. NO. (Optional)
13-0000	09	11	87	1301

IMPORTANT: This form must be RETURNED BY (Date) 09 21 87 to the Department of Public Instruction no later than

RETURN BY DATE MO.	DA.	YR.
09	21	87

LET. NO.
04 98

The following commodities have been allotted to you. Partial units are not available. Indicate in Column 8 the amount you will accept. Upon return of this form properly executed, you will be notified concerning delivery.

FOR DELIVERY IN: NOVEMBER

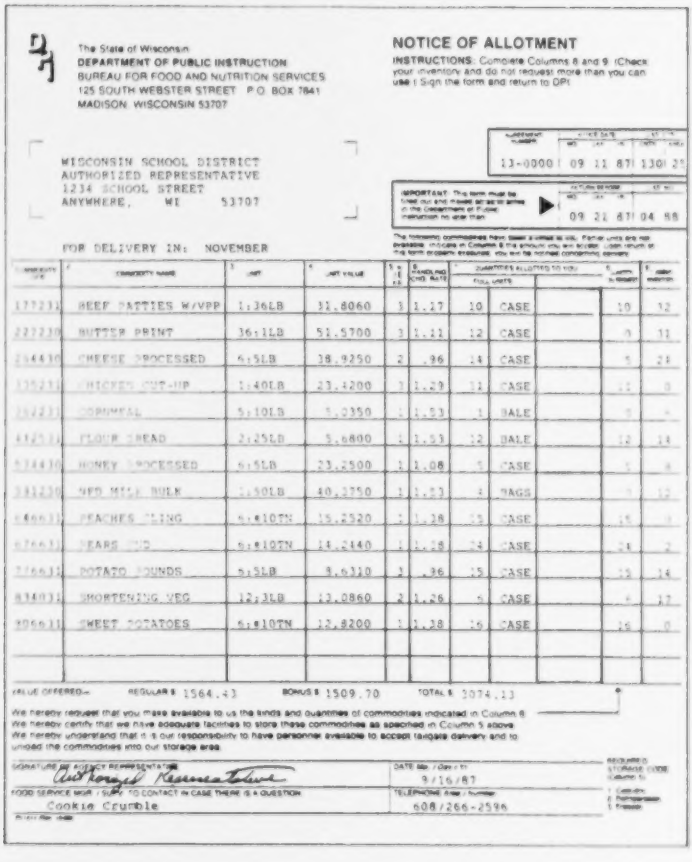
1 COMMODITY CODE	2 COMMODITY NAME	3 UNIT	4 UNIT VALUE	5 DRESSING (CHG) RATE	6 QUANTITIES ALLOTTED TO YOU — FULL UNITS		7 QUANTITY YOU REQUEST	8 QUANTITY YOU ACCEPT
177231	BEEF PATTIES W/VPP	1:36LB	31.8060	3	1.17	10 CASE		
227230	BUTTER PRINT	36:1LB	51.5700	3	1.11	12 CASE		
264430	CHEESE PROCESSED	6:5LB	38.9250	2	.96	14 CASE		
305231	CHICKEN CUT-UP	1:40LB	23.4200	3	1.29	11 CASE		
362231	CORNMEAL	5:10LB	5.0350	1	1.53	1 BALE		
442530	FLOUR BREAD	2:25LB	5.6800	1	1.53	12 BALE		
524430	HONEY PROCESSED	6:5LB	23.2500	1	1.08	5 CASE		
581230	NFD MILK BULK	1:50LB	40.2750	1	1.53	4 BAGS		
646631	PEACHES CLING	6:#10TN	15.2520	1	1.38	15 CASE		
676631	PEARS CNF	6:#10TN	14.2440	1	1.38	24 CASE		
776631	POTATO ROUNDS	6:5LB	8.6310	3	.96	15 CASE		
884031	SHORTENING VEG	12:3LB	13.0860	2	1.26	6 CASE		
906631	SWEET POTATOES	6:#10TN	12.8200	1	1.38	16 CASE		

VALUE OFFERED— REGULAR $ 1564.43 BONUS $ 1509.70 TOTAL

We hereby request that you make available to us the kinds and quantities of commodities indi
We hereby certify that we have adequate facilities to store these commodities as specified in
We hereby understand that it is our responsibility to have personnel available to accept tailgate
unload the commodities into our storage area.

SIGNATURE OF AGENCY REPRESENTATIVE — DATE

FOOD SERVICE MGR. / SUPV. TO CONTACT IN CASE THERE IS A QUESTION — TELEPHONE



The State of Wisconsin
DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET P.O. BOX 7841
MADISON, WISCONSIN 53707

NOTICE OF ALLOTMENT

INSTRUCTIONS: Complete Columns 8 and 9. (Check your inventory and do not request more than you can use.) Sign the form and return to DPI.

MISCONSIN SCHOOL DISTRICT
AUTHORIZED REPRESENTATIVE
1234 SCHOOL STREET
ANYWHERE, WI 53707

AGREEMENT NUMBER	NOTICE DATE MO.	DA.	YR.	LET. NO. (Optional)
13-0000	09	11	87	1301

IMPORTANT: This form must be RETURNED BY (Date) 09 21 87 to the Department of Public Instruction no later than

RETURN BY DATE MO.	DA.	YR.
09	21	87

LET. NO.
04 98

The following commodities have been allotted to you. Partial units are not available. Indicate in Column 8 the amount you will accept. Upon return of this form properly executed, you will be notified concerning delivery.

FOR DELIVERY IN: NOVEMBER

1 COMMODITY CODE	2 COMMODITY NAME	3 UNIT	4 UNIT VALUE	5 DRESSING (CHG) RATE	6 QUANTITIES ALLOTTED TO YOU — FULL UNITS		7 QUANTITY YOU REQUEST	8 QUANTITY YOU ACCEPT
177231	BEEF PATTIES W/VPP	1:36LB	31.8060	3	1.17	10 CASE	10	12
227230	BUTTER PRINT	36:1LB	51.5700	3	1.11	12 CASE	9	11
264430	CHEESE PROCESSED	6:5LB	38.9250	2	.96	14 CASE	5	21
305231	CHICKEN CUT-UP	1:40LB	23.4200	3	1.29	11 CASE	11	0
362231	CORNMEAL	5:10LB	5.0350	1	1.53	1 BALE	0	0
442530	FLOUR BREAD	2:25LB	5.6800	1	1.53	12 BALE	12	14
524430	HONEY PROCESSED	6:5LB	23.2500	1	1.08	5 CASE	5	0
581230	NFD MILK BULK	1:50LB	40.2750	1	1.53	4 BAGS	0	12
646631	PEACHES CLING	6:#10TN	15.2520	1	1.38	15 CASE	15	0
676631	PEARS CNF	6:#10TN	14.2440	1	1.38	24 CASE	24	2
776631	POTATO ROUNDS	6:5LB	8.6310	3	.96	15 CASE	15	14
884031	SHORTENING VEG	12:3LB	13.0860	2	1.26	6 CASE	6	12
906631	SWEET POTATOES	6:#10TN	12.8200	1	1.38	16 CASE	16	0

VALUE OFFERED— REGULAR $ 1564.43 BONUS $ 1509.70 TOTAL $ 3074.13

We hereby request that you make available to us the kinds and quantities of commodities indicated in Column 8.
We hereby certify that we have adequate facilities to store these commodities as specified in Column 5 above.
We hereby understand that it is our responsibility to have personnel available to accept tailgate delivery and to unload the commodities into our storage area.

SIGNATURE OF AGENCY REPRESENTATIVE: Wendy Rasmussen — DATE: 9/16/87

FOOD SERVICE MGR. / SUPV. TO CONTACT IN CASE THERE IS A QUESTION: Cookie Crumble — TELEPHONE: 608/266-2596

REQUIRED STORAGE CODE (Column 5): 1 Ambient, 2 Refrigerated, 3 Frozen

Notice of Allocation and Receipt Form (PI-1412)

The Notice of Allocation and Receipt Form (PI-1412) confirms the order placed by the agency. It is a four-ply form.

The top sheet of the form is the pink copy. This is the invoice for the order. This copy is mailed with the gold copy (the second sheet of the form) to each recipient agency 1 to 2 weeks prior to the week of delivery. Once the agency receives the commodities listed on the form, the pink copy is signed and returned to BFNS with a check for the total charges indicated. The gold copy is to be kept by the agency as verification of commodities ordered and received and should be signed by the person receiving the commodity delivery. The green copy is the trucker's copy of the form. This copy is to be signed by a representative of the agency, preferably the food service manager or supervisor, at the time of delivery. The green copy is retained by the trucker. The yellow copy of the form is the BFNS office copy of the invoice. This copy remains at DPI as part of BFNS records.

When the commodities are delivered, someone must be available to unload them from the tailgate or side door of the truck. The recipient agency should have their copies of the pink and gold Notice of Allocation and Receipt form available. The copies should be checked against the commodities received. If the order is correct sign all copies of the form.

If there are any delivery discrepancies, they must be noted on all three copies of the Notice of Allocation and Receipt form (pink, green and gold copies) at the time of delivery. No claim for shortages or differences will be accepted or recognized unless the shortage is indicated on all copies of the form. Once a discrepancy has been noted on the forms, the forms are to be signed and dated by the recipient agency. The recipient agency should request the trucker to sign its gold copy acknowledging any delivery discrepancy.

The recipient agency must immediately notify BFNS via telephone (608/266-2596) when there are any delivery discrepancies. A written Commodity Complaint Form (PI-6002) should be sent to BFNS as a follow-up to the telephone notification.

RETURN THIS SIGNED FORM WITH PAYMENT TO:
The State of Wisconsin
DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET P.O. BOX 7841
MADISON, WISCONSIN 53707

NOTICE OF ALLOCATION AND RECEIPT
PLEASE ACCEPT ONLY THE QUANTITIES SHOWN IN COLUMN 7

PLEASE PAY TOTAL HANDLING CHARGES IN COLUMN 8 PROMPTLY

SHIPMENT NUMBER	NOTICE DATE	EST. TIME	
13-0000	11 01 87	130	25

WISCONSIN SCHOOL DISTRICT
AUTHORIZED REPRESENTATIVE
1234 SCHOOL STREET
ANYWHERE, WI 53707

DELIVER TO: HIGH SCHOOL KITCHEN
1234 SCHOOL STREET

INITIATION DATE	EST. ID
11 09 87	04 88

1 COMMODITY CODE	2 COMMODITY NAME	3 UNIT SIZE	4 UNIT VALUE	5 PL	6 HANDLING CHG. RATE	7 QUANTITIES ALLOTTED TO YOU FULL UNITS		8 TOTAL HANDLING CHARGE
177231	BEEF PATTIES W/VPP	1:36LB	31.8060	3	1.17	10	CASE	11.70
264430	CHEESE PROCESSED	6:5LB	38.9250	3	.96	5		
305231	CHICKEN CUT-UP							

VALUE OF ALLOCATION — REGULAR $ 1559.40 BONUS $ 379.03 TOTAL $ 1938.43 $ 152.31

GROSS WEIGHT: 5077.00#

Please be aware that an agency CAN NOT refuse delivery of the above ordered commodities. Any differences must be noted on this form at the time of delivery and reported promptly in writing to the DPI Food and Nutrition Services office.

Sign the receipt in the space provided below, and return the signed "pink" form with payment to the DPI, BFNS. Keep the "gold" form for your records.

RECEIVED FROM the Department of Public Instruction the funds and quantities of commodities indicated in Columns 2 and 7 above.

Signature of Agency Representative | Date Mo./Day/Year

PI-1412 (Rev. 10-85)

REQUIRED STORAGE CODE (Column 5):
1. Cooldry
2. Refrigeration
3. Freezer

INVOICE DPI INVOICE

Commodity Complaint Form (PI-6002)

The Commodity Complaint Form has two uses. First, it is used to report a complaint about a delivery. If a recipient agency is shorted a commodity or receives a damaged commodity, Question 1 of the form is completed. The form is also used to obtain comments about the quality of a commodity. If a recipient agency has a concern about the quality of a commodity received, the lower portion of the form, Question 2, is completed. Quality concerns can include such things as a leaky or bulged can, a foreign object in a commodity, and the color, texture or palatability of a commodity. When explaining the concern, it is important to be as specific as possible. The completed Commodity Complaint Form should be mailed to the BFNS office. BFNS will review the complaint and take the necessary action. A copy of the complaint form to be duplicated for use by the recipient agency is in the Appendix to this document.

D
p
i WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
USDA Donated Food Program
COMPLAINT FORM
PI-6002 (Rev. 10-87)

INSTRUCTIONS: Complete 2 copies. Retain 1 copy for your files and return 1 copy to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Agreement Number	Date Mo./Day/Yr.
13-0000	11/11/87

Recipient Agency Name: WISCONSIN SCHOOL DISTRICT

Recipient Agency Address Street, City, ZIP: 1234 SCHOOL STREET, ANYWHERE, WI 53707

Building Where Complaint Originated	Food Service Manager
HIGH SCHOOL KITCHEN	Cookie Crumble

COMMODITY	NO. OF CANS, BAGS, ETC.	PACK SIZE	DATE COMMODITY RECEIVED BY AGENCY
BREAD FLOUR	12 Bales	2/25 Lb	11/11/87

THE FOLLOWING INFORMATION IS FOUND ON THE CASE, BALE, OR BAG.

Code No./Contract No.	Packing Date
KCMF 04611-09-001	Sept. 1987

Packers Name if available	Other Markings
not available	none

1. If you had any shortages and/or damages on a delivery of USDA commodities, please explain the problem below:

We received 12 bales of Bread Flour on 11/11. However, two 25# bags were ripped open. The flour was spilled. We were not able to salvage any of it. It looked like the bags split open due to the weight of other product on top of them.

1a. If the commodity was damaged, was it salvageable?
☐ Yes ☒ No
If no, was it disposed?
☒ Yes ☐ No 1 bale disposed.

2. If you were dissatisfied with the quality of a USDA commodity received, please explain your concern below:

Name of Person completing this report	Title	Telephone Area/Number
Cookie Crumble	Food Service Manager	608-266-2596

Notice of Delivery Discrepancy/Clarification Form (PI-6012)

This form is used by BFNS after a commodity shortage has been reported on the pink Notice of Allocation and Receipt form at the time of delivery.

Upon receipt of a notice of a delivery shortage, BFNS will complete the Notice of Delivery Discrepancy/Clarification Form. The form is then mailed to the trucking company involved. The trucking company will verify and clarify the discrepancy. Then one of the following options will be effective.

1. If the trucker has the commodity, it will be delivered to the recipient agency with the next month's delivery.

2. If the trucker does not have the commodity, BFNS will bill the trucking company for the missing item. Credit will be given to the recipient agency.

3. If the trucker has a signed receipt (the green copy of Form PI-1412) with no delivery discrepancies (shortage) noted, the recipient agency will be notified and held accountable for the total value of the commodity.

It is extremely important that someone from the recipient agency be available at the time of delivery to verify the kinds and amounts of commodities received.

Any agency placing an order for a delivery must have someone available to receive the commodities during the week specified on the Notice of Allocation and Receipt form (PI-1412). If a delivery is requested and no one is at the delivery site to receive the commodities, the trucker will return commodities to the DPI warehouse. The commodities will be returned to BFNS inventory account.

The agency for whom the commodities were intended will then have to call BFNS office to get a new authorization to receive the commodities. The commodities must be picked up by the agency by the end of the delivery month; failure to do so may make the agency ineligible for commodities in the future. The agency will also be held responsible for all handling charges and/or storage charges incurred.

D P I WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
NOTICE OF DELIVERY DISCREPANCY/CLARIFICATION
PI-6012

INSTRUCTIONS: This form is to be signed by both the trucker and the recipient agency to acknowledge that the discrepancies noted below have been clarified. The trucker is to return the signed original to: **DEPARTMENT OF PUBLIC INSTRUCTION, BUREAU FOR FOOD AND NUTRITION SERVICES, 125 SOUTH WEBSTER STREET, P.O. BOX 7841, MADISON, WISCONSIN 53707.**

Agreement Number	Distribution Number	Date	Date of this notice
13-0000	04-88	11-10-87	11-13-87

Recipient Agency Name	Delivery Address *Street, City*
Wisconsin School District	1234 School Street
Trucking Company	**Address** *Street, City, State, Zip*
DPI Trucking Company	5678 South Street

Discrepancies Noted:

1 case Sweet Potatoes short on delivery received 11-10-87
Please deliver with next month's order.

TRUCKER: Please check out the above noted discrepancies. If your records do not show a discrepancy, sign and return these forms. The green copy can be kept for your records. Also send us a copy of your signed Notice of Allocation and Receipt form.

I ACKNOWLEDGE that the above written discrepancies have been clarified.

Trucker's Signature	Date	Recipient Agency's Signature	Date
▶		▶	

Routing: *White* - Returned to DPI by Trucker *Gold* - Recipient Agency *Green* - Trucker's Copy *Yellow* - DPI Office Copy

The Handling Charge Statement Form (PI-1417)

The pink copy of the Notice of Allocation and Receipt form (PI-1412) is the handling charge invoice. This form is to be signed by the recipient agency at the time of delivery. As previously stated, any delivery discrepancies must be noted on the form. The recipient agency is to pay the total handling charge indicated at the bottom of Column 8. Adjustments to handling charges are prohibited. Any adjustments for delivery discrepancies will be handled by the DPI, BFNS.

The pink form must be returned to BFNS with a check payable to the Department of Public Instruction for the total handling charge indicated. Recipient agencies are requested to submit payment for the commodity handling charges by the end of the month in which the commodities are received or within 10 days thereafter.

Delinquent accounts are billed quarterly using Form PI-1417. Failure to pay the handling charges may result in the recipient agency being canceled from the program.

THE STATE OF WISCONSIN
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau for FOOD and NUTRITION SERVICES
125 South Webster Street P.O. Box 7841
MADISON, WISCONSIN 53707-7841
HANDLING CHARGE STATEMENT

WISCONSIN SCHOOL DISTRICT
AUTHORIZED REPRESENTATIVE
1234 SCHOOL STREET
ANYWHERE, WI 53707

REMITTANCE DUE DATE	AGREEMENT NUMBER			STATEMENT DATE
11 15 87	13-0000			10 30 87

RETAIN ORIGINAL (WHITE) COPY OF THIS BILLING FOR YOUR FILES. RETURN GOLDENROD COPY WITH YOUR REMITTANCE NOT LATER THAN DATE SHOWN IN COLUMN 1 ABOVE.

DATE MO	DAY	YR	DESCRIPTION	CHECK, DRAFT OR MONEY ORDER NUMBER	HANDLING CHARGES CHARGES	CREDITS
			BALANCE BROUGHT FORWARD		$	$ 0.00
08	02	87	DISTRIBUTION 01		238.74	
08	26	87	HANDLING CHARGE PAYMENT	24293		238.74
09	01	87	DISTRIBUTION 02		205.46	
09	28	87	HANDLING CHARGE PAYMENT	32810		205.46
10	01	87	DISTRIBUTION 03		222.50	
10	05	87	CREDIT MEMO NO. 05			1.53
					BALANCE DUE	$ 220.97

PI-1417 (Rev. 10-86)

Report Transferring USDA Commodities Form (PI-6001)

Occasionally, an agency indicates they have an excess of one or more commodities and wants to know what they should do. After notifying the BFNS, two solutions to the problem are available:

1. BFNS can provide recipe suggestions to help utilize the commodities.

2. The excess commodities can be transferred to another eligible agency. BFNS will assist in locating an agency willing to accept the excess commodity. Any expense incurred for this transfer is the responsibility of the transferring agency. If the commodities are found to be out of condition by the receiving agency, the transferring agency may be held responsible for in-kind replacement or value payment, pending an investigation by BFNS.

A copy of this form is included in the Appendix to this document.

If an agency is in need of a certain commodity, BFNS should be notified, as they have a list of agencies having excess commodities who are willing to transfer them. When BFNS authorizes a transfer, a signed receipt (Form PI-6001) must be prepared in triplicate: one copy for the transferring agency, one copy for the receiving agency, and one copy for BFNS.

D P I WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
USDA Donated Food Program
REPORT FOR TRANSFERRING USDA COMMODITIES
PI-6001 (Rev. 7-84)

INSTRUCTIONS: Complete 3 copies. Transferring Agency retain 1 copy, provide 1 copy to Receiving Agency and RETURN 1 copy to:
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Date Commodities Were Transferred Mo./Day/Yr.: 11/12/87

FROM — Transferring Agency: WISCONSIN SCHOOL DISTRICT; Agreement Number: 13-0000
Address Street, City, ZIP: 1234 SCHOOL STREET, ANYWHERE, WI 53707

TO — Receiving Agency: WISCONSIN CHARITABLE INSTITUTION; Agreement Number: 13-8200
Address Street, City, ZIP: 999 INSTITUTION DRIVE, ANYWHERE, WI 53707

COMMODITIES TRANSFERRED

Commodity	Pack Size	Amount Transferred
Cornmeal	5/10# Bale	4 Bales
NFD Milk	1/50# Bag	2 Bags

	Date Mo./Day/Yr.	Telephone Area/Number
Transferring Agency's Signature	11/12/87	608-266-2596
Receiving Agency's Signature	11/12/87	608-266-5770

Report Losses Form (PI-1418)

The Report of Losses form (PI-1418) is filled out whenever an agency experiences a loss of commodities due to spoilage, infestation, or theft. Only full units are reported. Questions 1-5 and 8-10 are to be completed each time the report is filed. Question 6 is to be completed only if the commodity was lost by theft. If theft is suspected, a copy of the police report must accompany this report.

If a recipient agency experiences a commodity loss due to an infestation, a freezer or cooler malfunction or any other kind of spoilage, Question 7 must be completed. If the recipient agency has insurance to cover the loss, any settlement must be used to purchase in-kind replacement foods. Copies of invoices showing the replacement purchases are be sent to the BFNS office. The recipient agency is held accountable for all commodities received. A copy of this form is included in the appendix; it may be duplicated by the recipient agencies.

D P I — WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
USDA Donated Food Program
REPORT OF LOSSES
P.L. 79-396, 7CFR Part 250.6
PI-1418 3-85

INSTRUCTIONS: Complete 2 copies. Retain 1 copy for your files. Return 1 copy to:
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Agreement Number: 13-0000

Legal Name of Recipient Agency: Wisconsin School District

Address: Street, City, State, ZIP: 1234 School Street, Anywhere, WI 53707

Authorized Representative: Mr. Business Manager | Title: Business Manager | Telephone Area No.: 608-267-0001

1. USDA Commodity Disposition (Check one): ☐ Stolen ☒ Spoiled/Infested
2. Date loss occurred and/or was discovered: 09-10-87
3. Approximate time of loss: 9:00 ☒ AM ☐ PM
4. Has your agency experienced a similar loss? ☐ Yes ☒ No If yes, was a claim report filed? Date filed: _____

5. Where did loss occur? Complete A or B.
☒ A. Agency name and Address
Agency Name: High School Kitchen
Address: 1234 School Street
☐ Freezer Area ☐ Refrigerated Area ☒ Dry Storage Area
☐ B. Commercial Locker Plant/Warehouse
Name: _____
Address: _____

COMPLETE EITHER QUESTION 6 OR 7.

6. If commodities were stolen, complete the following:
A. Are the storage areas locked?
Freezer(s): ☐ Yes ☐ No Refrigerator(s): ☐ Yes ☐ No Dry Storage Area(s): ☐ Yes ☐ No
B. Was a police investigation made of the theft? ☐ Yes Include a copy of the report with this form ☐ No
C. Does agency have insurance to cover this loss? ☐ Yes ☐ No
D. Has a claim been filed with the insurance company? ☐ Yes ☐ No

7. If the commodities are spoiled/infested, complete the following:
A. How often are the temperatures checked in the storage areas? Indicate temperatures at time spoilage
1. ☒ Daily ☐ Weekly ☐ Other _____ Freezer(s) temperature
2. ☒ Daily ☐ Weekly ☐ Other _____ Refrigerator(s) tempera
3. ☐ Daily ☒ Weekly ☐ Other _____ Dry Storage temperatu
B. Name and Title of person responsible for monitoring storage area(s) temperature(s)
Name: Cookie Crumble Title: Food Se
C. Is there a warning device on freezer/refrigerators in case of a malfunction? ☒ Yes ☐ No
D. Were the commodities infested? ☒ Yes ☐ No
E. If the commodities were infested, were they received in that condition? ☐ Yes ☒ No

PAGE 2 — PI-1418

F. Does Agency have any kind of professional pest control? ☒ Yes Name of Pest Control Company: Knock-Out
1. How often a pest control done? ☐ Weekly ☒ Monthly ☐ Other Specify: _____
☐ No
G. Are dry storage areas well ventilated? ☐ Yes ☒ No
H. Is shelving or dunnage used to keep commodities off the floor? ☒ Yes ☐ No
I. Does agency have insurance to cover this type of loss? ☐ Yes ☒ No
J. Has a claim been filed with the insurance company? ☐ Yes ☒ No

8. Commodities should not be disposed of without authorization from the State Agency per the Application Agreement. Was the State Agency notified? ☒ Yes ☐ No
If the commodities were disposed of, how was this done?
☐ Burning
☐ Sanitary landfill Include a copy of the certification of disposal from the landfill
☐ Sold as animal food Include a copy of the bill of sale
☒ Other Specify: Put in dumpster & picked up by local sanitation truck

9. List the commodities stolen, spoiled, and/or infested below. Attach additional sheet(s) if necessary.

Commodity	Pack	Quantity Lost	Code Nos. from Pack	Pack Date	Date Rec'd
Cornmeal	5/10#	2 Bales	03548-02-002	11/86	2/87
Oats, Rolled	12/3#	1 Bale	03744-01-020	12/86	3/87
Rice	25#	4 Bags	03756-01-027	11/86	1/87

10. Explain fully the reasons for the reported loss:
These commodities were left in our dry storage area over the summer and became infested. We have disposed of them per your instructions. The Knock-Out Pest Control Company has been contacted to come to fumigate the storeroom over the weekend. Please advise as to what we should do next.

Name of Person Completing this Report: Food Service Manager | Title: Food Service Manager | Date: 09/11/87

Year-End Commodity Reports

The Commodity Allocation and Receipt Report lists all the commodities that were offered to a recipient agency during the school year. Each district's estimated level of assistance in dollars or entitlement dollars is indicated in the upper right-hand corner of the report. The entitlement figure is calculated by taking the district's average daily participation (ADP) times the per meal commodity rate. Each time an allocation is made to a district, that district's entitlement is reduced by the total value of the entitlement commodities offered. DPI's goal is to offer every school district 100 percent of its entitlement or level of assistance.

A district's offered percentage is indicated at the end of the report on the lower left-hand side of the page several spaces below the first column of figures. The actual percentage that your district took is several spaces to the right under Column 4. The value of each entitlement commodity offered is in Column 2, the value rejected in Column 3, and the value received in Column 4. When a district turns down an entitlement commodity, a replacement is offered, if available, or efforts are made to give the district more of another offered commodity.

The value of the bonus commodities received is listed in Column 6. These commodities are in addition to, and may exceed, the value of the entitlement commodities received. Column 8 shows the combined value received by your district. This report will be mailed the end of May or the first part of June.

The Handling Charge Summary Statement is mailed in July. It summarizes your handling charge payments by distribution. Each distribution is designated by number. Each payment is listed with the check or draft number indicated. If an agency received a credit anytime during the school year, the credit memo number and the amount are shown.

If a district has been prompt in paying the monthly distribution handling charges, the balance due on this statement should be zero. However, any outstanding charges will show as a balance due. If a balance is due, the gold copy of the statement must be returned to DPI with a check for the outstanding balance. A zero balance requires no further action on an agency's part, and both copies may be retained by the district. Occasionally, a district will receive a handling charge statement that shows a credit balance. Credits are to be deducted from the first handling charge payment for the school year.

PROGRAM NO. D3237901 — WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION — COMMODITY ALLOCATION AND RECEIPT SUMMARY REPORT — DATE 06/15/87

REPORT COVERS DISTRIBUTION NUMBERS 01 02 03 04 05 06 07 08 09 10 11 — ESTIMATED LEVEL OF ASSISTANCE $.204.482.69
JUL 01, 1986 - JUN 30, 1987

*CODE	COMMODITIES NAME	VALUE OFFERED	VALUE REJECTED	COMMODITIES ACCEPTED INCLUDING REPLACEMENT NET WT	COMMODITIES ACCEPTED INCLUDING REPLACEMENT VALUE	BONUS NET WT	BONUS COMMODITIES VALUE	TOTAL RECEIVED INCLUDING BONUS NET WT	TOTAL RECEIVED INCLUDING BONUS VALUE
046631	APPLESAUCE CND	$214,477.74	$4,105.72	887476.50	$223,044.68	.00	$.00	887476.50	$223,044.68
046633	APPLESAUCE CND	$.00	$.00	12919.50	$3,240.10	.00	$.00	12919.50	$3,240.10
101031	BEANS DRY PINTO	$9,476.66	$3,410.46	26200.00	$6,251.13	.00	$.00	26200.00	$6,251.13
126631	BEANS RED CND	$45,504.75	$24,306.53	108094.50	$21,415.39	.00	$.00	108094.50	$21,415.39
126633	BEANS RED CND	$.00	$.00	11259.00	$2,212.34	.00	$.00	11259.00	$2,212.34
146631	BEANS GREEN CND	$94,006.89	$3,165.91	379955.67	$92,290.09	.00	$.00	379955.67	$92,290.09
146633	BEANS GREEN CND	$.00	$.00	6726.00	$1,308.84	.00	$.00	6726.00	$1,308.84
156631	BEANS VEGETARIAN	$96,454.80	$16,228.32	434808.00	$84,824.82	.00	$.00	434808.00	$84,824.82
165430	BEEF GROUND FRZ	$.00	$.00	.00	$.00	1844315.00	$2,562,477.03	1844315.00	$2,562,477.03
165431	BEEF GROUND FRZ	$1,216,054.82	$123,203.37	1206095.00	$1,113,264.62	.00	$.00	1206095.00	$1,113,264.62
167231	ALL BEEF PATTIES	$238,003.92	$.00	237600.00	$238,003.92	.00	$.00	237600.00	$238,003.92
177231	BEEF PATTIES W/VPP	$994,539.80	$159,349.96	918360.00	$866,685.60	.00	$.00	918360.00	$866,685.60
193230	BEEF W/JUICE CND	$.00	$.00	.00	$.00	155077.50	$190,231.05	155077.50	$190,231.05
193231	BEEF W/JUICE CND	$512,904.83	$77,853.68	363051.00	$445,349.74	.00	$.00	363051.00	$445,349.74
205031	BLUEBERRIES FRZ	$10,508.57	$1,659.09	15480.00	$8,918.60	.00	$.00	15480.00	$8,918.60
223630	BUTTER PRINT	$.00	$.00	.00	$.00	287168.00	$417,111.52	287168.00	$417,111.52
226830	BUTTER BULK	$.00	$.00	.00	$.00	40352.00	$57,655.58	40352.00	$57,655.58
227230	BUTTER PRINT	$.00	$.00	.00	$.00	1172520.00	$1,703,085.30	1172520.00	$1,703,085.30
245230	CHEESE CHEDDAR	$.00	$.00	.00	$.00	208040.00	$265,251.00	208040.00	$265,251.00
264430	CHEESE PROCESSED	$.00	$.00	.00	$.00	1603890.00	$2,164,431.09	1603890.00	$2,164,431.09
274530	CHEESE MOZZRLLA FRZ	$.00	$.00	.00	$.00	359808.00	$445,619.85	359808.00	$445,619.85
285030	CHERRIES RED TART	$.00	$.00	.00	$.00	138150.00	$170,052.75	138150.00	$170,052.75

National School Lunch Inventory Reports (Form PI-1433 and Form PI-6023)

Agencies participating in the National School Lunch Program are required to keep a monthly inventory (PI-6023) and to take an actual physical inventory of USDA commodities on hand at the end of the school year (PI-1433). The agency records the date the commodities were received, the packing date, and the number of full units for each commodity on the Annual Commodity Inventory Report.

BFNS has no control over the age of the commodities distributed to agencies. Commodities with the oldest packing date should be used first, regardless of when they are delivered. Commodities should be used within the year they are received or during the first few months of the next school year if they are received late in the school year.

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Wisconsin Department of Public Instruction
ANNUAL COMMODITY INVENTORY REPORT
National School Lunch Program
PI-1433 (Rev. 7-87)

INSTRUCTIONS: Take an actual count of all donated commodities on hand the last day of school, report full units only. If you have some foods on hand that are not printed on the form, add them at the end. Prepare two copies, recording the actual inventory, date received by agency and the packing date for each full unit on hand. Return the original (with mailing label affixed) no later than JUNE 15 to:

DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Place address label here

Agreement Number

SECTION 32 AMS 416 COMMODITIES				INVENTORY	
CODE	COMMODITY	PACK SIZE	PACKING DATE	RECEIPT DATE Month/Day/Year	FULL UNITS Quantity
046631	Applesauce, Canned	6/No. 10/case			
066631	Apricots, Canned	6/No. 10/case			
101031	Beans, Dry, Pinto	25 lb. bag			
126631	Beans, Red in Brine	6/No. 10/case			
146831	Beans, Green Canned	6/No. 10/case			
156631	Beans, Vegetarian	6/No. 10/case			
165431	Beef, Frozen Ground	55 lb. case			
165931	Beef Roasts	55 lb. case			
167231	All Beef Patties	30 lb. case			
177231	Beef Patties w/WP	30 lb. case			
193231	Beef, Canned, w/sauce	24/29 oz./case			
205031	Blueberries, Frozen	30 lb. case			
223630	Butter	30/1 lb./case			
227230	Butter	36/1 lb./case			
245230	Cheese, Cheddar	40 lb. case			
264450	Cheese, Processed	6/5 lb./case			
274530	Cheese, Mozzarella Frozen	6/5 lb./case			
295030	Cherries, Frozen Tart	30 lb. can			
305231	Chicken, Frozen Cut-up	40 lb. case			
309511	Chicken Drumsticks	40 lb. case			
315431	Chicken Nuggets	40 lb. case			
326831	Corn, Canned	6/No. 10/case			
362231	Cornmeal, Enriched	5/10 lb./box			
433030	Fig Nuggets	30 lb. case			
435431	Fish Nuggets	40 lb. case			
441230	Flour, Bread	50 lb. bag			
461230	Flour, All-Purpose	50 lb. bag			
481030	Flour, Whole Wheat	5/10 lb./box			
524430	Honey, Canned	6/5 lb./case			
596831	Macaroni, Enriched	20 lb. case			
581230	Milk, Non-Fat Dry	50 lb. bag			

COMMODITY INVENTORY CONTROL SHEET

Commodity Item | Unit Size

RECORD OF COMMODITY ACTIVITY FOR SCHOOL YEAR 19____ - 19____

Month	Beginning of Month Inventory	Received During the Month	Commodity Usage During Month: Stored At Production Site	Commodity Usage During Month: Distributed to Other Sites	Unusable* Commodities	End of Month** Inventory
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

* All Commodities, whether received in an unusable condition or become unusable while in storage, must be reported to the Department of Public Instruction, for disposal instructions and credit determination.

** The end of month inventory always becomes the next month beginning inventory.

PI-6023

Charitable/Correctional Institution Inventory Report (PI-1414)

Recipient agencies participating in the Donated Food Distribution Program for Charitable/ Correctional Institutions are required to submit a quarterly inventory report to BFNS by the 10th of the month following the end of the quarter. The reports are due on April 10, July 10, October 10, and January 10. The reports are to include the agency's agreement number and any commodity activity that took place during the quarter. A pad of quarterly inventory reports is sent to each recipient agency when its annual Application-Agreement is approved and returned.

D P I Wisconsin Department of Public Instruction
QUARTERLY INVENTORY OF DONATED COMMODITIES FOR CHARITABLE/CORRECTIONAL INSTITUTIONS
PI-1414 (Rev. 10-87)

INSTRUCTIONS: Complete 2 copies for the quarters ending March 31, June 30, September 30, and December 31. Retain one copy for your files. Return the original copy to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

Name of Institution/Recipient Agency	AGREEMENT NUMBER *(See Contract)*
Mailing Address *(Street, City, State, Zip)*	For Quarter Ending *(MO/DAY/YR)*

DIRECTIONS:
Line 1–Fill in the name of every donated commodity not listed which was on hand at the beginning of the quarter and also every new commodity received during the quarter. Include all commodities on hand from previous quarter. Continue on the reverse side.
Line 2–Fill in the unit and size of each commodity not listed.
Line 3–Fill in the actual quantity of every commodity that you had on hand on the first day of the quarter.
Line 4–Fill in the actual quantity of each commodity you received during the quarter covered by this report.
Line 5–Add the amounts shown in Lines 3 and 4 under each commodity and enter the total.
Line 6–Fill in the actual quantity of each commodity that was used during the quarter covered by this report.
Line 7–Subtract the amount shown in Line 6 from Line 5 and enter the difference.
Line 8–Fill in the actual quantity of every commodity on hand on the last day of the quarter. Determine quantity by actual physical count.
Line 9–Enter all differences between amounts shown in Lines 7 and 8. Any material differences, either over or short, must be explained.

1. Commodity	Beef Ground	Beef w/Juice	Butter	Cheese Cheddar	Cheese Processed	Cornmeal	Fig Nuggets	Flour, All-Purpose	Flour, Bread	Flour, Whole Wheat
2. Unit and Size	Case 55 lb	Case 24/29 oz	Case 36/1 lb	Case 40 lb	Case 6/5 lb	Bale 5/10 lb	Case 30 lb	Bale 2/25 lb	Bale 2/25 lb	Bale 5/10 lb
3. Quantity on Hand – Beginning of Quarter										
4. Quantity Received During This Quarter										
5. Total Amount Available *Line 3 + Line 4*										
6. Actual Amount Used During This Quarter										
7. "Book Inventory" *Line 5 - Line 6*										
8. Actual Inventory (Physical Count)										
9. Differences – Over or Short *Explain on reverse*										

CERTIFICATION

I, the undersigned, hereby certify that the foregoing information is true and correct, that commodities of the kind and quantity indicated on Lines 1 and 4, were received during the quarter, and that the inventory of commodities on hand at the close of the quarter, as reported on Line 8, was determined by actual physical count, that all commodities received are stored at proper temperatures, and are protected against loss by theft and from infestation by vermin or other destructive elements.

Signature of Authorized Representative	Title	Telephone *Area/No.*	Date

SEE REVERSE

Child Care Food Inventory Report (PI-1436)

Recipient agencies participating in the Child Care Food Program are required to complete an annual inventory report of all USDA commodities on hand as of May 31. Only full units are to be reported. Child Care Food Program commodities may not be stored in private homes. Two copies of the annual inventory report are mailed to agencies in May. The copy with the address label affixed is to be completed and returned to BFNS.

D P I

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ANNUAL COMMODITY INVENTORY REPORT
CHILD CARE FOOD PROGRAMS
PI-1436 (Rev. 6-87)

INSTRUCTIONS: Take an actual count of donated commodities on hand as of May 31. If you have some foods on hand that are not printed on the form, add them at the end. Prepare two copies, recording the actual inventory, date received by the agency and packing date for each full unit on hand. If you do not have any commodities on hand, put zeroes in column 6. Return the original (with mailing label affixed) no later than **JUNE 15** to:

DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Place address label here

Agreement Number

BONUS COMMODITIES				INVENTORY	
Column 1 CODE	Column 2 COMMODITY	Column 3 PACK SIZE	Column 4 PACKING DATE	Column 5 RECEIPT DATE	Column 6 FULL UNITS
223630	Butter	32/1 lb./case			
227230	Butter	36/1 lb./case			
264430	Cheese, Processed	6/5 lb./case			
524430	Honey	6/5 lb./case			
581230	Milk, Nonfat Dry	50 lb./case			

CERTIFICATION: *I hereby certify* that the foregoing inventory was taken by actual count of commodities on hand as of May 31.

Name of Authorized Representative	Title	
Authorized Signature ▶	Telephone *Area/No.*	Date *Mo./Day/Yr.*

40

Title III Elderly Nutrition Inventory Report (PI-1444)

Recipient agencies participating in this program are required to submit a quarterly inventory report to BFNS, even if the agency does not receive commodities in a given month. The inventory reports are due on April 10, July 10, October 10, and January 10. The reports are to include the agency's agreement number and any commodity activity that took place during the quarter. A pad of quarterly inventory reports is sent to each recipient agency when its annual Application-Agreement is approved and returned.

D P I WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
QUARTERLY INVENTORY OF DONATED COMMODITIES
FOR THE TITLE III ELDERLY NUTRITION PROGRAM
PI-1444 (Rev. 10-86)

INSTRUCTIONS: Complete 2 copies for the quarters ending March 31, June 30, September 30 and December 31. Retain one copy for your files. Return the original copy to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

Elderly Nutrition Sponsoring Agency	AGREEMENT NUMBER (see contract)
Mailing Address: Street, City, State, ZIP	For Quarter Ending: (Mo./Day/Yr.)

DIRECTIONS:

Line 1 – Fill in the name of every donated commodity not listed which was on hand at the beginning of the quarter and also every new commodity received during the quarter. Include all commodities on hand from previous quarter or year. Use the back side if necessary.
Line 2 – Fill in the unit and size of each commodity not listed.
Line 3 – Fill in the actual quantity of every commodity that you had on hand on the first day of the quarter.
Line 4 – Fill in the actual quantity of each commodity you received during the quarter covered by this report.
Line 5 – Add the amounts shown in Lines 3 and 4 under each commodity and enter the total.
Line 6 – Fill in the actual quantity of each commodity that was used during the quarter covered by this report.
Line 7 – Subtract the amount shown in Line 6 from Line 5 and enter the difference.
Line 8 – Fill in the actual quantity of every commodity on hand on the last day of the quarter. (determine quantity by actual physical count.)
Line 9 – Enter all differences between amounts shown in Lines 7 and 8. Any material differences, either over or short, must be explained on the back.

	1 Commodity	Butter	Butter	Cheese: Cheddar	Cheese: Processed	Honey	Milk: Dry				
2	Unit and Size	Case 32/1 lb	Case 36/1 lb	Case 40 lb	Case 6/5 lb	Case 6/5 lb	Bag 50 lb				
3	Quantity on Hand – Beginning of Quarter										
4	Quantity Received During This Quarter										
5	Total Amounts Available *Line 3 + Line 4*										
6	Actual Amount Used During This Quarter										
7	"Book Inventory" *Line 5 – Line 6*										
8	Actual Inventory (Physical Count)										
9	Differences – Over or Short *Explain on reverse*										

CERTIFICATION

I, the undersigned, hereby certify that the foregoing information is true and correct, that commodities of the kind and quantity indicated on Lines 1 and 8, were received during the quarter; and that the inventory of commodities on hand at the close of the quarter, as reported on Line 8, was determined by actual physical count; that all commodities received are stored at proper temperatures, and are protected against loss by theft and from infestation by vermin or other destructive elements.

Signature of Authorized Representative	Title	Telephone Area/No.	Date

SEE REVERSE

Summer Camp Inventory Report (PI-1438)

Each participating agency must complete the inventory report at the end of the summer camp program. All remaining unopened bags/bales/cases/cans of commodities are to be reported. Summer camps may not store the commodities for the following year.

All commodities remaining in inventory must be transferred to another eligible agency within two weeks of the close of the camp. Any expenses for transferring the commodities are borne by the camp. BFNS will assist in finding eligible agencies. If the camp does not have any commodities left at the end of the last session, an inventory report must still be completed and returned to BFNS.

A copy of Form PI-1438 is sent to each camp sponsor with the pink Notice of Allocation and Receipt form.

D P I WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
SUMMER CAMP INVENTORY REPORT
PI-1438 (Rev. 4-87)

INSTRUCTIONS: All camp sponsors must complete this report within 5 days after the close of the summer camp program. Report only unopened bags, packages, tins, etc. Remaining inventory must be transferred (see section C). Once transfer is complete submit signed form to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P. O. BOX 7841
MADISON, WI 53707

Agreement Number

Name of Camp

Camp Address City, State, ZIP

Have you utilized all the commodities received? ☐ Yes ☐ No **If Yes,** do not complete the balance of this report. **If No,** Complete this report.

A. The Commodities are located at: *If different than Camp Address above*

Name of Person at Commodities Location | Telephone Area/No.

Length of Time Person will be at Commodities Location (Dates and Hours From and To)

B.

COMMODITY INVENTORY	PACK/SIZE	FULL UNIT AMT	PART UNIT AMT
Beef, Bulk Ground	55 lb./Case		
Beef w/sauce	24/29 oz./Case		Tins
Butter	32/36/1lb./Case		Lbs
Cheese, Processed	6/5 lb./Case		Lbs
Cherries, Red Tart	30 lb./Cans		
Cornmeal	5/10 lb./Bale		Bags
Flour, All Purpose	50 lb./Bag		
Honey	6/5 lb./Case		Tins
Macaroni, Enriched	20 lb./Case		
Milk, Non Fat Dry	50 lb./Bag		
Oats Rolled	12/3 lb. Bale		Bags
Peanut Butter	6/No. 10/Case		Tins
Prunes	25 lb./Case		
Raisins	30 lb./Case		
Salad Oil	6/1 gal./Case		Tins

I HEREBY CERTIFY that the foregoing inventory was taken by actual count of commodities on hand as of the last day of camp.

Camp Director Signature ▷ | Date: Mo./Day/Yr.

C. The above commodities were left at the end of the camping season. These commodities have been transferred to the eligible agency noted below:

Receiving Agency Name | Agreement No.

Receiving Agency Address

Signature of Receiving Agency ▷ | Date | Signature of Camp Director ▷ | Date

Appendix

Forms in this section can be duplicated and used by recipient agencies.

Forms in this section include the following:

PI-6023—Commodity Inventory Control Sheet
PI-6001—Report for Transferring USDA Commodities
PI-6002—Complaint Form
PI-1418—Report of Losses
PI-6030—Disaster Relief Feeding Record
and PI-6014—Verification of Purchase Report.

COMMODITY INVENTORY CONTROL SHEET

Commodity Item	Unit Size

RECORD OF COMMODITY ACTIVITY FOR SCHOOL YEAR 19_____ – 19_____

Month	Beginning of Month Inventory	Received During the Month	Commodity Usage During Month		Unusable* Commodities	End of Month** Inventory
			Stored At Production Site	Distributed to Other Sites		
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

* *All Commodities, whether received in an unusable condition or become unusable while in storage, must be reported to the Department of Public Instruction, for disposal instructions and cause determination.*

** *The end of month inventory always becomes the next month beginning inventory.*

PI-6023

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
USDA Donated Food Program
REPORT FOR TRANSFERRING USDA COMMODITIES
PI-6001 (Rev. 7-84)

INSTRUCTIONS: Complete 3 copies. Transferring Agency retain 1 copy, provide 1 copy to Receiving Agency and **RETURN** 1 copy to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Date Commodities Were Transferred *Mo./Day/Yr.*

FROM

Transferring Agency | Agreement Number

Address *Street, City, ZIP*

TO

Receiving Agency | Agreement Number

Address *Street, City, ZIP*

COMMODITIES TRANSFERRED

Commodity	Pack Size	Amount Transferred

Transferring Agency's Signature	Date *Mo./Day/Yr.*	Telephone *Area/Number*
Receiving Agency's Signature	Date *Mo./Day/Yr.*	Telephone *Area/Number*

D P I WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
USDA Donated Food Program
COMPLAINT FORM
PI-6002 (Rev. 10-87)

INSTRUCTIONS: Complete 2 copies. Retain 1 copy for your files and return 1 copy to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Agreement Number	Date *Mo./Day/Yr.*

Recipient Agency Name

Recipient Agency Address *Street, City, ZIP*

Building Where Complaint Originated	Food Service Manager

COMMODITY	NO. OF CANS, BAGS, ETC.	PACK SIZE	DATE COMMODITY RECEIVED BY AGENCY

THE FOLLOWING INFORMATION IS FOUND ON THE CASE, BALE, OR BAG.

Code No./Contract No.	Packing Date

Packers Name *if available*	Other Markings

1. If you had any shortages and/or damages on a delivery of USDA commodities, please explain the problem below:

1a. If the commodity was damaged, was it salvageable?
☐ Yes ☐ No
If no, was it disposed?
☐ Yes ☐ No

2. If you were dissatisfied with the quality of a USDA commodity received, please explain your concern below:

Name of Person completing this report	Title	Telephone *Area/Number*

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
USDA Donated Food Program
REPORT OF LOSSES
P. L. 79-396, 7CFR Part 250.6
PI-1418 3-85

INSTRUCTIONS: Complete 2 copies. Retain 1 copy for your files. Return 1 copy to:
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P. O. BOX 7841
MADISON, WI 53707

Agreement Number

Legal Name of Recipient Agency

Address *Street, City, State, ZIP*

Authorized Representative	Title	Telephone *Area/No.*

1. USDA Commodity Disposition
   Check one
   ☐ Stolen
   ☐ Spoiled/Infested

2. Date loss occurred and/or was discovered:

3. Approximate time of loss:
   ☐ AM
   ☐ PM

4. Has your agency experienced a similar loss?
   ☐ Yes ☐ No *If yes, was a claim report filed? Date filed* _____

5. Where did loss occur? *Complete A or B.*
   ☐ A. Agency name and Address
   Agency Name: _____
   Address: _____
   ☐ Freezer Area ☐ Refrigerated Area ☐ Dry Storage Area
   ☐ B. Commercial Locker Plant/Warehouse
   Name: _____
   Address: _____

COMPLETE EITHER QUESTION 6 OR 7.

6. *If commodities were* **stolen**, *complete the following:*
   A. Are the storage areas locked?
   Freezer(s): ☐ Yes ☐ No Refrigerator(s): ☐ Yes ☐ No Dry Storage Area(s) ☐ Yes ☐ No
   B. Was a police investigation made of the theft?
   ☐ Yes *Include a copy of the report with this form.* ☐ No
   C. Does agency have insurance to cover this loss?
   ☐ Yes ☐ No
   D. Has a claim been filed with the insurance company?
   ☐ Yes ☐ No

7. *If the commodities are* **spoiled/infested**, *complete the following:*
   A. How often are the temperatures checked in the storage areas? *Indicate temperatures at time spoilage/infestation was discovered.*
   1. ☐ Daily ☐ Weekly ☐ Other _____ Freezer(s) temperature _____
   2. ☐ Daily ☐ Weekly ☐ Other _____ Refrigerator(s) temperature _____
   3. ☐ Daily ☐ Weekly ☐ Other _____ Dry Storage temperature _____
   B. Name and Title of person responsible for monitoring storage area(s) temperature(s).
   Name _____ *Title* _____
   C. Is there a warning device on freezers/refrigerators in case of a malfunction?
   ☐ Yes ☐ No
   D. Were the commodities infested?
   ☐ Yes ☐ No
   E. If the commodities were infested, were they received in that condition?
   ☐ Yes ☐ No

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Wisconsin Department Of Public Instruction
USDA Donated Food Program
DISASTER RELIEF FEEDING RECORD
PI-6030

Collection of this information is a requirement of 7 CFR, Part 250.

INSTRUCTIONS: Complete 2 copies. Retain 1 copy at the Disaster Relief Agency and return 1 copy within 10 days of termination of the feeding program to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR FOOD AND NUTRITION SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Be sure to record commodities used on reverse.

Name of Disaster Relief Agency

Address of Disaster Relief Agency

Name of Contact Person at Above Address | Telephone *Area/No.*

Location of Disaster Feeding Site

Type of Disaster: ☐ Tornado ☐ Flood ☐ Fire ☐ Nuclear and Chemical Contamination
☐ Other *Specify*

MEAL SERVICE — **Indicate Number of Persons Served**

Date	Breakfast	Lunch	Supper

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Signature of Disaster Relief Agency Representative ▶ | Date Signed

–OVER–

D P I Wisconsin Department of Public Instruction
DONATED FOOD PROCESSING–AGENCY VERIFICATION OF PURCHASE REPORT
PI-6014

INSTRUCTIONS: Record all commodity end product purchases substantiated by invoices on file. Maintain this record for DPI onsite review.

Recipient Agency Name	Agreement No.	Reviewer's Name *For DPI Use Only*	Date

Processor *Name/Address*	End Product Name	CN Label Number	Purchases		Discount Per Case	Net Case Price	Distributor *Name/Address*	Comments *For DPI Use Only*
			Quantity	Invoice Date				